

ADMINISTRATION MEMORANDUM
#09-10

DATE: November 12, 2009

TO: Honorable Mayor Kathleen M. Novak and City Council Members

FROM: Bill Simmons, City Manager *WAS*
Shawn Cordsen, Finance Director *SC*
Amanda Peterson, Parks, Recreation & Cultural Services Director *AP*

SUBJECT: Action Item CR-167/Resolution 08-156

RECOMMENDATION:

In accordance with CR-167/Resolution 08-156 adopted on October 23, 2008, staff recommends the following exceptions to the hiring freeze.

Sales Tax Specialist: This is a necessary position responsible for the collection, recording, and all reconciliation of sales and use tax revenues which average approximately \$15 million annually. The position also acts as the customer service liaison and business licensing administrator for approximately 3,000 businesses.

Lifeguard Instructors: These two (2) part-time, non-benefited positions teach swim lessons, lifeguard, and coach the recreational swim team, and are necessary to meet programming needs within the Aquatics division. The expenses for these positions are partially offset by revenue from class registrations, drop-in fees, punch pass fees, and swim team fees.

ADDITIONAL INFORMATION:

These vacancies are not new positions and are the result of staff resignations. All three (3) positions are budgeted in the adopted 2009 budget and the proposed 2010 budget. The annual salary and benefit cost for the Sales Tax Specialist position is approximately \$38,000. The estimated annual cost of the part-time, non-benefited lifeguard positions is \$17,000.

If left unfilled, these vacancies have the potential to lead to an inability to meet projected 2009 and 2010 revenues. There is no anticipated negative impact to the adopted 2009 and recommended 2010 budget expenditures with the approval of this resolution.

STAFF REFERENCE:

If Council members have any comments or questions, you may contact Shawn Cordsen at scordsen@northglenn.org or at 303-450-8719 or Amanda Peterson at apeterson@northglenn.org or at 303.450.8950.